

OGC HAS REVIEWED.

28 March 1947

MEMORANDUM FOR CHIEF, PERSONNEL DIVISION

Subject: Leave without Pay Procedure

*File: JHO
Personnel
General
Procedure
331 A*

1. The attached draft of a memorandum for all employees of CIG on leave without pay, forwarded the 27th of March to this office, is returned herewith. We believe there are two situations involving LWOP which are not specifically covered in the proposed memorandum:

(1) In case where an employee is stationed overseas and wishes to return to this country for personal reasons, such as illness in the family or otherwise, it is believed that granting of LWOP upon application may be appropriate and even necessary to good personnel administration;

(2) In case of injury or sickness incurred in line of duty which requires extended absence, LWOP again may be appropriate. It is our understanding that it is the present procedure to require an employee to exhaust his annual and sick leave before being placed on LWOP in these circumstances, but this should be made clear in view of the fact that where the injury or sickness is incurred in line of duty, LWOP may, under Civil Service leave regulations, be granted without requiring the prior use of annual or sick leave.

2. We realize these are specialized cases, but in view of the probability that they are not generally known we feel they might well be included in your paragraph 4 on "Conditions for Granting LWOP". Whether to include them or not is your decision, and the memorandum is hereby approved as to legal form as it stands, or with the proper inclusion of the above suggestions.

LAWRENCE R. HOUSTON
General Counsel

LRH/ml1